

**City of Kittitas  
Council Meeting Minutes  
September 12, 2017**

**COUNCIL MEETING**

Mayor Whitford led those assembled in the Flag Salute. Mayor Whitford called the regular Council Meeting to order at 7:00 p.m. September 12, 2017. Councilmembers present: Pat Cort, Liz Smith and John Camarata and Jerry Gilmour. Ben Whitehurst was absent. Staff present: Debbie Lee – Clerk/Treasurer

**MOTION:** Councilmember Camarata made a motion to excuse Councilmember Whitehurst; second by Councilmember Smith.  
Motion Carried: 4 yes 0 no.

**APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING DATED  
AUGUST 22, 2017**

**MOTION:** Councilmember Gilmour made a motion to approve the regular Council Meeting minutes dated August 22, 2017; second by Councilmember Cort.  
Motion Carried: 4 yes 0 no.

**APPROVAL OF THE MINUTES FOR THE WORK/STUDY MEETING DATED  
AUGUST 22, 2017**

**MOTION:** Councilmember Gilmour made a motion to approve the Work Study Minutes dated August 22, 2017; second by Councilmember Cort.  
Motion Carried: 4 yes 0 no.

**ADDITIONS TO AND/OR APPROVAL OF AGENDA**

**MOTION:** Councilmember Camarata made a motion to approve the agenda as presented; second by Councilmember Gilmour.  
Motion Carried: 4 yes 0 no.

**PUBLIC APPEARANCE COMMENTS**

- None

**City of Kittitas  
Council Meeting Minutes  
September 12, 2017**

**REPORT OF OFFICES AND SPECIAL GUESTS**

**A. Staff Reports (informational only)**

**Brenda Bach – WWTP**

• **Water Department-**

- The water tower project for the most part has been finished, but there are some issues that are being addressed with the contractor on top of the tower and around the base. The inspection report is being reviewed and as soon as it is available I will have more info.
- We have been working on the control valves at the tower and we have a malfunctioning altitude pilot valve. We have rebuilt the control valve that opens and closes the main line to the tower and still need to do maintenance on the 10” valve on the main line. We will be rebuilding the Altitude Pilot valve as well. We also have been informed that the sensing line for the altitude pilot valve is installed incorrectly and it will need to be addressed. As far as I know since 2007 that the sensing line has been in the same place as it is now, and it has probably been malfunctioning to a degree ever since the bi-pass line was installed before 2007. We are having a valve expert familiar with this type of system and we will know more after it's inspected.

• **Cross Connection Control Department-**

- No new news, inspections ongoing and records updated. With an addition of photos being added to all cross-connection locations within the City limits.

• **Wastewater Department-**

- We have finished the lift station maintenance at the high school and at the end of Benton Street and all are well with their operation.
- We have started inspecting all the sewer man holes with in the city, and have very few minor issues in the 43 manholes so far. And we are updating our city maps as well, which is always a work in progress.
- General maintenance at the plant is always ongoing with fall oil changes and replacing belts on our list. We have some equipment that is out in the elements that will be getting ship shape before winter hits. We have computer operated/actuator valves that are out in the elements controlling the sewer coming in, and the clean water going out, that are showing a little age but are in great working condition. We are keeping spare parts on hand for those unexpected breakdowns, which is important to keep the plant running 24/7.

**City of Kittitas  
Council Meeting Minutes  
September 12, 2017**

**Lynette Johnson - Librarian**

		April			May			June			July			Aug					
County	Total	City	County	Total	City	County	Total	City	County	Total	City	County	Total	City	County	Total			
36	119	103	32	135	118	36	154	Total Cards Used			116	41	157	115	47	162	135	32	167
4	37	21	8	29	49	2	51	Children			43	20	63	64	17	81	91	24	115
34	131	104	44	148	127	43	170	Adult (Attendance)			108	47	155	125	60	185	128	47	175
0	8	10	1	11	23	0	23	Easy Reader			9	5	14	56	6	62	12	16	28
3	7	8	0	8	5	0	5	Juvenile Fiction			30	12	42	36	5	41	37	11	48
0	1	1	0	1	0	0	0	Juvenile Non-Fiction			0	0	0	1	0	1	0	0	0
0	3	6	2	8	4	0	4	Young Adult			5	0	5	2	0	2	1	0	1
78	166	84	65	149	110	96	206	Adult Fiction			78	76	154	91	87	178	86	67	153
2	7	5	3	8	5	0	5	Adult Non-Fiction			0	0	0	5	5	10	6	3	9
0	4	8	0	8	12	0	12	Videos			4	1	5	5	0	5	0	0	0
6	108	104	0	104	152	1	153	DVD's			126	3	129	131	0	131	134	2	136
0	7	2	0	2	6	0	6	Magazines			0	0	0	1	0	1	1	0	1
0	147	166	1	167	160	3	163	1/2 hr. Computer use			109	0	109	128	4	132	193	1	194
0	23	25	1	26	32	2	34	Card Numbers Used			33	0	33	26	1	27	50	1	51
	226	225		225			290	Returns					268			347			331
0	9	4	3	7	2	2	4	WLBH			3	0	3	6	1	7	0	2	2
0	0	6	0	6	0	0	0	CDs Books					0	1	0	1	0	0	0
39	53	20	40	60	11	57	68	Online Checkout			15	48	63	20	42	62	22	35	57
15	25	12	14	26	11	20	31	Online Cards Used			10	14	24	14	18	32	17	13	30
	54.75			34.5			57.25	Volunteer Hrs.					36.5			77.25			16.5
	0			0			0	Comm Serv Hrs.					0			0			0
	75			85			82.5	Library Manager Hrs.					81			80			93.5
	3.25			2.6			59.65	Money Received					4.4			4.4			7.35
	89			0			0	Surplus Books					403			0			0
	124			126			0	Items Processed					92			155			219
	38			65			0	Donated Items					49			79			186
3	5	2	2	4	5	0	5	New Card Issues			2	1	3	4	0	4	3	0	3
	0			0			0	Move-Out					0	0	0	0			0
	835			839			843	Active Cards					846			850			853
	0			0			0	Cup Of Cocoa					0			0			0
	0			0			0	Summer Reading					28			102			0
	8			16			29	Story Hour					0			0			0
	0			0			0	Halloween/Child					0			0			0
	0			0			0	Halloween/Adult					0			0			0
	0			0			0	Christmas in Kittitas/Child					0			0			0
	0			0			0	Christmas in Kittitas/Adult					0			0			0

**City of Kittitas  
Council Meeting Minutes  
September 12, 2017**

- Mayor Whitford informed Council that interviews were held for the vacant Public Works position. The first round of interviews did not go well; the second round had two applicants who really stood out. Scott Moore with Public Works did a job shadow with Kurin Simplot and Scott will be offering the position to him. Kurin Simplot has experience with water and sewer as he worked for the City of Cle Elum for six years.
- Chief Nierman's last day will be Friday September 15<sup>th</sup>, 2017.

**B. Budget Report**

- Councilmember Cort stated that Council should start working on the 2018 Budget. Council decided that they will meet every Tuesday in October starting on the 3<sup>rd</sup> of October at 6:00 p.m.
- Mayor Whitford stated that she depends on the Council and Staff for help on the Budget.

**C. Treasurer's Report**

- No Comment

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**A. Aspect Consulting (Water Rights) Contract**

- Mayor Whitford informed Council that this contract was to look into the water rights if any the City of Kittitas has currently. It will also look into what is needed for the City.
- The amount of the contract \$3800 is not in the 2017 Budget. Mayor Whitford will speak with Aspect Consulting and see if the contract can be signed and put into the 2018 Budget.

**City of Kittitas  
Council Meeting Minutes  
September 12, 2017**

- Councilmember Gilmour stated that a lot of city money has been spent on water issues.
- Councilmember Smith asked if Aspect is the one who ultimately decides who to purchase the water from and for how much. Mayor Whitford thought it might be best to have Dan Haller come back and address Council's questions.

**MOTION:** Councilmember Smith made a motion to wait to sign the contract until after Dan Haller comes back and answers some questions; second by Councilmember Gilmour.  
Motion Carried: 4 yes 0 no.

**PAYMENT APPROVALS**

**A. September 12, 2017 Payables \$22,957.46**

**MOTION:** Councilmember Camarata made a motion to approve September 12, 2017 payables; second by Councilmember Cort.  
Motion Carried: 4 yes 0 no.

**B. August EFT's \$3,658.00**

**MOTION:** Councilmember Camarata made a motion to approve August EFT's; second by Councilmember Cort.  
Motion Carried: 4 yes 0 no.

**C. August Payroll/September Mid-Month Draws \$43,622.41**

**MOTION:** Councilmember Camarata made a motion to approve August Payroll/September Mid-Month Draws; second by Councilmember Cort.  
Motion Carried: 4 yes 0 no.

**MAYOR'S REPORT**

- Mayor Whitford informed Council that staffing is being filled with a new police officer who will start October 1<sup>st</sup> after his evaluations are complete. Public Works is also tentatively offering the open position to Kurin Simplot.

**City of Kittitas  
Council Meeting Minutes  
September 12, 2017**

**COUNCIL DISCUSSION**

- Councilmember Gilmour inquired about the sign asking for volunteer fire personnel. Mayor Whitford said she would get the banner for Councilmember Gilmour to place.
- Councilmember Gilmour invited Councilmembers to attend the School Board Meeting on September 20<sup>th</sup> to ask for the school to allow the fiddlers back. Mayor Whitford and Councilmember Camarata cannot attend as they have a COG meeting. Councilmember Smith said she would attend with Councilmember Gilmour.
- Councilmember Gilmour informed Council that the fiddlers had been coming to the City of Kittitas for 20 years and they attend workshops and also perform at different times for the citizens.
- Councilmember Gilmour inquired about Fellowship of the Vine taking care of the weeds by the Community Hall/Library. Councilmember Gilmour said he could come cut them down.
- Council asked about what the status was of the painting of the water tower. Mayor Whitford informed Council that they are complete but there was a small punch list that needed completed.
- Councilmember Cort told Council that at the work study meeting they need to make a 5 year plan and add the tasks of new computers, asset management, server etc. to the calendar and project a time when these items would be completed and could be budgeted for.
- Councilmember Smith inquired if there was money for the computers, it was stated that there was money budgeted for a new server.
- Councilmember Cort stated that the City had gotten several bids but they were not apples to apple bids. It was agreed that Councilmember Cort and Councilmember Smith would meet next week and make a bid package together of what exactly the City needs. If this list was made then the City could also possibly apply for a grant to help with the purchase.
- Councilmember Smith asked if there were vendors for Christmas in Kittitas. Councilmember Cort stated that yes there were and that they used the Council Chambers to sell their crafts.
- Councilmember Smith is trying to get some volunteers for Trunk or Treat, Christmas in Kittitas. Councilmember Smith stated that the new owners of the coffee barn are going to decorate a car for Trunk or Treat.
- Councilmember Smith would like Council to put together a list of questions for Chief Sinclair

**City of Kittitas  
Council Meeting Minutes  
September 12, 2017**

regarding the merger of the fire department.

- A hand out from MRSC was given to Council regarding campaigning and posting opinions on social media.

**MOTION:** Councilmember Gilmour made a motion to adjourn; second by Councilmember Camarata.

Motion Carried: 4 yes 0 no.

**ADJOURN: 7:30 p.m.**

**Attest:**

---

Mayor Whitford

---

Debbie Lee Clerk/Treasurer